



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: August 25, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 26, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, September 9, 2016**. Applicants will not be accepted after that time and date.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

ET IV

Documentation Compliance Reviewer  
Region 4/District 6/Project Implementation  
Highways Project Implementation  
Springfield

Attachments  
41220

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Friday, September 9, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

**Classification:** Engineering Technician IV

**Salary Range:** \$4,695 - \$8,775

**Position Title:** Documentation Compliance Reviewer

**Union Position:** ☒ Yes ☐ No

**Position Number:** PW014-23-56-205-00-01

**IPR#:** 41220

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#### Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 4/Dist. 6/Bureau of Project Implementation/2713 Stevenson Dr, Springfield, IL

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#### Description Of Duties:

This position is responsible for document compliance oversight of improvements funded with Motor Fuel Tax, Township Bridge Program, federal, and other special funds; General Obligation and Motor Fuel Tax Bonds; and Special Assessments provided by the department for all district Local Public Agencies (LPA). This position provides assistance to Local Public Agencies, both urban and rural, in the proper documentation of improvements funded with the revenue streams provided by the department and educates the LPAs on changing statutes, policies, regulations, and programs.

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#### Special Qualifications:

##### **Required:**

- A valid driver's license
- Overnight travel; and overtime

##### **Desired:**

- Knowledge, skill and mental development equivalent to the completion of two years of college in an engineering related field, eight years experience in performing technical tasks with at least four years related to civil engineering
- Strong organization skills
- Strong oral and written communication skills

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#### Shift/Remarks:

8.00 am - 4.30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	September 2015	<b>POSITION:</b>	Documentation Compliance Reviewer
<b>APPROVED BY:</b>	<i>Roger Driskell</i>	<b>OFFICE/DIVISION:</b>	Highways/Dist.6 /Project Implementation
<b>CODE:</b>	PW014-23-56-205-00-01	<b>REPORTS TO:</b>	Local Roads & Streets Engineer

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***Position Purpose***

This position is accountable for documentation compliance oversight of improvements funded with Motor Fuel Tax, Township Bridge Program, federal, and other special funds; General Obligation and Motor Fuel Tax Bonds; and Special Assessments provided by the Department for all district Local Public Agencies (LPA). This position provides assistance to Local Public Agencies, both urban and rural, in the proper documentation of improvements funded with the revenue streams provided by the Department and educates the LPAs on changing statutes, policies, regulations, and programs.

***Dimensions***

Motor Fuel Tax Funds:	\$35-40 million
Federal & Matching Funds:	\$40-45 million
Mileage of System Handled:	11,000
Number of Local Agencies:	15 Counties, 246 Townships and 187 Municipalities

***Nature and Scope***

This position reports to the Local Roads and Streets Engineer as do the Field Engineer(s), Federal Aid Coordinator and Executive Secretary.

This position is responsible for compliance reviews of required LPA documentation in the disbursements of Motor Fuel Tax, Township Bridge Program, federal program, and other special funds; General Obligation and Motor Fuel Tax Bonds; and Special Assessments provided by the Department. This documentation includes, but is not limited to, resolutions, maintenance programs, engineering agreements and payments, contract awards/changes/payments, invoices, bank records, and the review of closeout documentation for each section (project). This position monitors and tracks from a variety of source documents and receipts received by the LPA including monthly allotments, grants, earned interest, and reimbursements.

The major challenge and typical problems involve obtaining and maintaining a thorough knowledge of applicable Department, state and federal policies, statutes and regulations related to the various Department funding programs in which the LPA participates. The incumbent tracks and provides accurate reporting of funds for the LPAs, enabling monitoring of the numerous improvements funded by the Department, to ensure timely conclusion and acceptance of the projects.

This position advises and assists the LPA officials responsible for the funds provided by the Department to minimize and eliminate irregularities and/or noncompliance in required documentation. S/He performs both on- and off-site detailed compliance reviews of the disposition of funds provided by the Department for all district LPAs, which includes municipalities, road districts, counties, and other local government agencies. The compliance reviews ensure Department policies, Illinois state statutes, and federal regulations are followed. The incumbent informs and provides guidance/training to LPAs in: (1) the proper utilization of funds provided by the Department; (2) the effective use of new legislation; (3) the establishment and maintenance of annual

short- and long-range planning programs; (4) the interpretation and application of existing and new information, policies, and procedures; (5) the identification of problem areas that might affect new funding; and (6) provides assistance in resolving problem areas associated with Audit Reports from the Office of Quality and Compliance Review. This position prepares work summarizations, and identifies/reports irregularities or noncompliance discovered during the compliance review process. S/He makes recommendations to staff in the district Bureau of Local Roads and Streets for corrective action and works to ensure the compliance and completeness of the corrective action, which may include the tracking of the repayment of funds. This position works with the Central Bureau of Local Roads and Streets to prepare course material and participates in training of Department and LPA personnel. This position coordinates policy/procedural changes and new programs with Field Engineers, Office Technicians and LPAs. S/He also coordinates the review of audit reports done by other bureaus/offices/agencies with the Field Engineers and Office Technicians

Internal contacts are with the Field Engineer(s) and Office Technician(s) to assist in reporting project status in their respective areas and to review problem areas relative to processing reports. External contacts are with the LPAs and consulting engineers for the purpose of providing, when required, necessary documents, status of fund balances, and to initiate corrective actions. This position may require overtime and overnight travel.

The effectiveness of the position is measured on the basis of record keeping accuracy, availability of current information in the MFT system, timely review of various documentation in the closeout of sections, review of local agency fund balances, and communication with LPAs and consultant engineers, and minimizing irregularities or noncompliance in the required documentation for project closeout.

### ***Principal Accountabilities***

1. Monitors projects for compliance with Bureau of Local Roads and Streets administrative policies, Illinois state statutes, federal regulations, and procedures.
2. Reviews resolutions, maintenance programs, engineering agreements and payments, contract awards, contract changes, contract payments, invoices, bank records, closeout summary, and other documentation as required.
3. Utilizing the MFT system, verifying entries against documents submitted. Maintains the MFT system for tracking compliance reviews of receipts and disbursements of state/federal funds.
4. Coordinates policy and procedure changes and new programs with the Field Engineers, Office Technicians and Local Public Agencies.
5. Coordinates the review of audit reports done by other bureaus/offices/agencies with the Field Engineers and Office Technicians.
6. Monitors corrective action required by the Bureau of Local Roads and Streets and provides assistance in resolving problem areas determined by the Office of Quality Compliance and Review.
7. Works with the Central Bureau of Local Roads and Streets to prepare course material and participates in training of Department and Local Public Agency personnel.
8. Performs other duties assigned by the Local Roads and Streets Engineer.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.